

CAPITAL COMMUNITY COLLEGE
CC Educational Assistant
(Evening & Weekend Public Services Librarian)
Part-time, Special Appointment

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public
Location: 950 Main Street, Hartford, CT 06103
Hours: **Part-time, 9 hours per week**
Salary: **\$31.37 per hour**
Anticipated Starting Date: **January 22, 2014**
Closing Date: Application material must be postmarked no later than **January 2, 2014**.

General Knowledge Skills and Ability:

MLS/MLIS degree required, reference service experience, information literacy instruction experience, library and office technology abilities/experience desirable.

General Experience:

The Public Services Librarian will provide reference, circulation, information literacy instruction, and other duties as assigned. Hours for this position will be Saturday 10:00AM to 2:00PM and two weekday (Monday and Wednesday) evenings for the Spring 2014 semester. This position also includes 2 evenings and no Saturdays during the summer semesters.

Substitution Allowed:

Applicants who do not meet the minimum qualifications are encouraged to put in writing exactly how their experience has prepared them for the responsibilities of this position and by providing appropriate references. Exceptions to the degree requirements may be made for compelling reasons.

Application Instructions: Send letter of intent, BOR Employment Application*, resume, transcripts and the names of three references to:

Karen DeLoatch
Head of Library Instruction
Capital Community College
950 Main Street
Hartford, CT 06103
kdeloatch@ccc.commnet.edu

*Employment Application may be found at <http://www.ct.edu/hr/employment>

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.